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DD/I Notice  
No. 20-110-2

DD/I N 20-110-2  
17 November 1954

**INTELLIGENCE PRODUCTION CAREER SERVICE BOARD**

**CHARTER**

1. The Intelligence ~~Production~~ Career Service Board will be composed of the following or their designees:

Deputy Director for Intelligence, Chairman  
Assistant Director for National Estimates  
Assistant Director for Research and Reports  
Assistant Director for Current Intelligence  
Assistant Director for Scientific Intelligence  
Special Assistant to the DD/I (Admin.), Executive Secretary.

2. <sup>AD (ST)</sup> Responsibility. It will be the responsibility of the IPCS Board to advise the Deputy Director for Intelligence on personnel management matters and to monitor the application and functioning of the CIA Personnel Program as it applies to the members of the <sup>ICS</sup> ICS.

3. Functions.

a. Planning the utilization and development of ICS members, including their training, assignment, rotation and advancement.

b. Planning the rotation and reassignment of such individuals in order to meet long-range personnel requirements through orderly processes.

c. Reviewing requests for personnel actions to appoint, promote, demote, or separate and to reassign where such reassignment involves another Office of the DD/I or another major component of the Agency.

d. Reviewing proposals for participation in Agency-sponsored training where the program calls for full-time attendance of four months or more.

e. Initiating and reviewing requests for awards and letters of commendation with a view to carrying out an equitable program of recognition for meritorious service.

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f. Reviewing Fitness Reports of members of the I/CS as a tool for better personnel utilization and for career planning.

g. Providing uniform guidance to Assistant Directors and Office Career Service Boards for the interpretation of policy and for procedures to be followed in carrying out the intent of the CIA Personnel Program and of the I/CS Board.

4. Delegation of Authority.

a. The functions outlined in paragraphs 3 a, b, c, d and f are delegated to the Assistant Directors and Office Career Service Boards. However, where cases covered by paragraphs 3 a, b, c and d involve positions or individuals of grades GS-14 or 15, final approval of the I/CS Board will be required.

b. Assistant Directors or Office Career Service Boards may bring any desired case or matter of policy before the I/CS Board for consideration.

ROBERT AMORY, JR.

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Deputy Director/Intelligence

including their training, assignment, and advancement.

Reviewing requests for personnel action to appoint, promote, demote, or separate and to transfer where such requests must involve another office of the DAI or another major component of the Agency.

Reviewing requests for participation in Agency-sponsored training where the program calls for full-time attendance of four months or more.

Initiating and reviewing requests for awards and letters of commendation with a view to carrying out an equitable program of recognition for meritorious service.

*Approved 21 August 1961*  
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DD/I Notice  
No. 20-110-3

DD/I N 20-110-3  
17 November 1954

INTELLIGENCE PROMOTION CAREER SERVICE BOARD

ACTIONS REQUIRING APPROVAL OF IP/CSB

Reference: DD/I Notice 20-110-2, 17 November 1954, "Charter of the IP/CS Board"

1. DD/I Notice 20-110-2 outlines the general responsibilities and functions of the IP/CS Board and delegates certain of these functions to the Assistant Directors and Office Career Service Boards of ORR, OCI, OSI, and ONE, OBI, and IPIC.
2. This Notice sets forth those specific actions that will require final IP/CS Board approval after all appropriate recommendations, concurrences and approvals have been obtained within the Office or Offices concerned.
3. The following types of Requests for Personnel Action (RF 52) will require IP/CS Board approval:
  - a. Promotion actions involving positions in grade GS 14 or 15.
  - b. Appointment actions involving positions in grade GS 14 or 15.
  - c. Demotion and separation actions involving individuals in grade GS 14 or 15.
  - d. Reassignment actions involving positions in grade GS 14 or 15 where such reassignment is to a different Office of the DD/I or to another Major Component of the Agency.
  - e. Recruitment Requests for positions in grade GS 14 or 15.
4. All applications for or rejections of membership in the CIA Career Staff will require IP/CS Board review and recommendation.
5. Proposals for Agency-sponsored training of individuals in grades GS 14 and up where the program calls for full-time attendance of four months or more will require IP/CS Board approval.

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6. All requests for use of Senior Career Development slots will require IPCS Board approval.

7. Requests for changes in the Career Designation of individuals in grades GS 14 and up will require IPCS Board approval.

8. In accordance with the requirement that the IPCS Board report periodically to the Assistant Director for Personnel on the functioning of the Career Staff program, Office Boards will send copies of the minutes of their meetings to the Executive Secretary, IPCS Board, and such other reports as may be requested.

9. Assistant Directors and Office Boards may bring to the IPCS Board any individual cases or matters of policy they desire irrespective of this Notice.

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COPYDD/I NOTICE  
NO. 20-615-1DD/I N 20-615-1  
21 June 1963DD/I RETIREMENT PROCEDURE

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Reference: [REDACTED]

1. Referenced Notice states that "it is the practice in this Agency that an employee will normally retire when he becomes eligible for retirement unless he is asked to remain in service." Under this policy, eligibility for retirement with full annuity means that the employee has reached the age of 62 with at least five years of government service or age 60 with at least 30 years of government service.

2. The Office of Personnel will inform employees approaching retirement eligibility of the Agency's retirement policy and of the various benefits and services available to retirees five years before their eligibility for retirement. They will be given the opportunity to consult with an appropriate senior official and with the Executive Secretary of the Agency Retirement Board regarding personal problems, preferences, and any financial circumstances that may be pertinent to a discussion of their retirement plans.

3. There will be an annual review by each Office and the DD/I of all employees who are, or within two years will be, eligible for retirement. An appropriate senior official of each Office will interview each such employee and it will be normal practice for that employee to arrange an interview at that time with the Executive Secretary of the Agency Retirement Board for further counseling.

4. Not later than one year before date of eligibility, the appropriate senior official of each office will confer with those employees who have not already expressed their desire to retire in accordance with the Agency's policy and will take one of the following actions:

a. inform the employee that continuance of his services will be recommended to the DD/I, subject to annual review, for an indefinite period beyond his eligibility date because of the unique or special skills and competence he possesses which are needed by the Office; or

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b. ask the employee to continue his service to an agreed future date of retirement acceptable to the Office and the DD/I, also subject annually to revision at agreed date, in view of the demonstrated value and quality of his continuing contribution to the mission of the Office; or

c. tell the employee that he is expected to retire shortly after reaching eligibility since there appears to be no reason for excepting him from the normal practice of the Agency; or

d. advise the employee that, if he believes that his retirement will create extraordinary financial problems or other serious personal difficulties, he should present these to the Agency Retirement Board (normally through its Executive Secretary), and the views or recommendation of the Office and of the DD/I will be forwarded for consideration at the same time by the Board.


5. With respect to paragraphs 4 b and d an extension of retirement should generally not go beyond the retiree's 65th year of age except in the most exceptional circumstances.

6. In those cases where individuals have been asked to continue in service beyond the date of their eligibility for retirement (4 a and b), each Assistant Director will provide for an annual review and approval by the DD/I. In those cases where a proposed arrangement is disapproved by the DD/I, the case will be returned to the appropriate Assistant Director for reconsideration.

7. In those cases where the Office cannot reach agreement with the employee (4 b), or where the individual will not agree to retire in accordance with normal practice (4 c), or where the Office initiates a recommendation to the Board for postponement of retirement because of extenuating circumstances (4 d), each Assistant Director will request the employee concerned to confer with the Executive Secretary of the Agency Retirement Board. At the same time, the Executive Secretary of the Board will be advised regarding the circumstances of the case (which may include evaluation of the employee's motivation, general unfairness, degree of blockage of advancement of individuals junior to him, and, if appropriate and concurred in by the DD/I, recommendation for postponement of retirement because of extenuating circumstances).

8. The Agency Retirement Board will advise the DD/I of all

actions it takes with respect to employees assigned to DD/I components. It should be understood that any employee may request an appearance before the Board or the DD/I member thereof if he so desires. Mr. Otto Guthe, AD/RR is the DD/I member.

  
ROBERT AMORY, JR.  
Deputy Director (Intelligence)

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